

**Town of Brentwood
Budget Committee**
Minutes of December 19, 2016

Meeting: Budget committee meeting held at the Brentwood Town Office

Present: Krista Steger, Chairperson, Keith Levitsky, Bill Faria, Malcolm Allison, Michelle Siudut, Melissa Hanlon, Jeff Bryan, Amy Mitchell

Visitors: Scott Dennehy, Lisa Swasey, Michael A. Morgan, Ron Kew, Amy Ransom, Jon Morgan, Doug Cowie, Dick Wendell, Mellissa Lichfield, Jessie Hollister, Kim Woods, Liz Faria, Emily Lichfield

Krista called the meeting to order at 7:00pm.

Approval of Meeting Minutes

Krista called for approval of the revised draft minutes of the Budcomm meeting of November 28, 2016. She read the revised sections aloud. Motion to approve Jeff/Mellissa, carried 8-0.

Krista called for approval of the draft minutes of the Budcomm meeting of December 12, 2016. There were several corrections and amendments. Melissa asked for additional details in the minutes about the fire dept. budget as there was a 5-3 vote. The recording must be referred to in order to report the details accurately. Motion to table the corrected and amended minutes pending recorder sourced information Mal/Melissa, carried 8-0.

Correspondence

Krista received no correspondence.

Updates from the Selectman & School Board Representatives

Jeff reported there are no warrants yet. Amy reported that the Swasey school budget will be presented tonight.

Budgets for Consideration

Swasey School District Budget requested \$5,450,822 up 0.92 %(\$49,847) from last year. Krista invited Amy Ransom to come up to the table to present the budget.

Amy gave each Budcomm member the line item budget, a color coded budget summary, and several additional documents including the Brentwood Swasey Capital Improvement Plan, Brentwood Swasey Building Assessment 2016-2017 Capital Improvement, Health Trust Medical Rate Exhibit, NRHS 2017-2019 Municipal Employment Contribution Rates, Primex 2017 Property and Liability Member Contribution Summary, Primex 2017 Workers Contribution Program Member Summary, and Brentwood Swasey School Maintenance Summary including associated details.

Amy also provided each Budcomm member with a detailed summary of each budget line item change which she reviewed one line at a time, providing an explanation of or reason for the line item increase or decrease. She identified items that are reflected in this year's budget:

1. Health insurance increase is guaranteed to be a maximum of 10.5%
2. NH teachers retirement is up 17.3%
3. NH non teachers retirement is up 11.3%
4. Primex property and liability insurance is almost flat at \$14,093
5. Workman's comp is down this year to \$9959
6. The maintenance line items for Swasey school in the budget are detailed with graphs and will be discussed by Dick Wendell

Krista asked Amy to walk the committee members through the line item changes, as this is the first time the members have seen this year's budget. New members are seeing a Swasey school budget for the first time.

Amy referred to the colored spreadsheet which summarizes each program in the budget and compares the proposed 2017-2018 operating budget figures with the current 2016-2017 budget figures and with the 2015-2016 budget and actuals. Bottom line is an overall \$49,847 increase over the current 2016-2017 budget.

Amy also provided each Budcomm member with an additional spreadsheet which shows increases or decreases in each line item in each program. She explained each line.

The significant changes in lines are:

1100 Regular Education down \$8335 due to no anticipated teacher retirements

1200 Special Education up \$42,914 due to increases in teacher and aides salaries

2120 Guidance Services up \$9186 due to change in councilor time from 60% to 80%

2160 Occupational Therapy down \$28,009 due to less need

2210 Instructional Staff services down \$11,000 due to less need

2225 Computer Services up \$37,509 due to a new hire (3 days a week) and software service licenses and Comcast which was moved here from a different line

2410 Office of the Principal down \$14,935 due to the completed installation of the new telephone system

2620 Operation of the Plant up \$35,351 due to repairs to be done at Swasey

2722 Special Ed Transportation down \$20,000 due to less need

2900 Support Services-Other flat due to Health insurance going down \$45K and NH retirement going up \$41K

Amy noted that in general, salaries were increased 2 to 2.5% due to collective bargaining agreement.

Amy reviewed the Swasey Capital improvement plan prepared by Dick Wendell. She noted that the roof needs to be repaired(\$60K), a new tractor is needed(\$11K), HVAC upgrade(\$28K), new shelving(\$18K), and repaving the blacktop(\$150K-\$200k).

There is \$82,431 in the maintenance trust fund. Dick Wendell recommends adding \$50K per year to complete these projects, so as to not have spikes in future budgets. Krista noted that not all these projects need to be completed this year.

Discussion and questions followed about how to and when to replace the roof. Jeff noted that in his opinion we should be putting \$100K per year for 5 years in the maintenance fund to complete all these projects, including the roof. Bill asked the life of the school, Dick said 30-40 years. Further discussion followed. Krista summarized after discussion that the roof would be repaired this year, not replaced, and funds should be added to the maintenance trust fund each year, and then spent on a timely basis to complete the projects, including a new roof.

Melissa asked about possible school warrant articles. Amy indicated that the School Board is considering warrants to add funds to the Special Ed trust fund, the Safety and Security trust fund, and the Maintenance trust fund. She said the board was considering funding these out of end of the unreserved fund balance, and would like the Budcomm's opinion about these. Krista indicated that she thought that additions to the maintenance trust fund should not be taken out of fund balance, but should be raised through taxes so the taxpayer could decide. Bill agreed and also stated that there should be funds added to the special ed trust fund since one additional special ed student could easily wipe out the balance. He was not in favor of adding anything to the Safety and security trust fund because you can't buy safety, any additions to any of the trust funds should be taken to the town to decide.

Amy reviewed the amounts the trust funds which are \$20K Safety, \$82K Maintenance, and \$66K Special Ed. Discussion followed.

Krista asked exactly what input the School Board would like from the Budcomm. Amy Mitchell stated that the added amounts would depend on how much is left over at the end of the year, and that would be known in January. She wanted to know from the Bdcomm if raising and appropriating the amounts by the town was an option.

Consensus of the Budcomm was that the town should be approached with warrants to add funds to the trust funds with a definite purpose in mind, even if the funds are out of unreserved fund balance.

Motion to approve the School Operating Budget of \$5,450,822 Jeff/Keith carried 8-0.

Krista and the Budcomm members thanked Amy Ransom, Dick Wendell and the Brentwood School board for their work on the budget.

Krista stated that warrant articles will be considered at the January 23 Budcomm meeting.

Other Business

Krista handed out a summary of the town budgets approved by the Budcomm, which amounts to \$3,504,334, which is \$5,599 less than the Selectman's total. It amounts to a 6.72% increase over the 2016 town budget. The selectman's amount is 6.89% over the 2016 town budget.

Krista invited the Budcomm members to consider the budgets for each town department and bring any proposed changes at the next meeting. Malcolm suggested we need to see the end of the year actuals before we could do that effectively. Krista agreed and will get those figures from Karen.

Bill reported that he had been to see the rec director to get an idea of how many townspeople use the rec facilities and programs. He will get that information for next meeting.

Malcolm updated the committee on the solar effort. The solar committee will suggest that the 20,000KWH used by the library per year be added to the net metering arrangement that will be set up with Eversource if the solar generator project is approved. The solar committee is considering increasing the size of the generator to accommodate the library usage, which will amount to approximately 16 more panels and larger inverters. Cost has not been determined yet. The school electric bill is approximately \$55K per year. It seems that the school uses over twice as much power as the rest of the town buildings and in the future could be considered for a solar generator if it is practical.

Next Budcomm meetings are January 23 and 30, 2017.

Public hearing for the School Budget is February 13, 2017

Visitor Comments

None

Motion to adjourn at 8:19, carried 8-0

Minutes respectfully submitted by Malcolm Allison